

**List of subjects-Dealt with by various Branches of FD**

<b>Branch &amp; Name of Supdts./AO/SAO</b>	<b>Subject Matter</b>	<b>USF/DSF /Jt. Dir.</b>	<b>JSF/SSF /CSSF</b>
Budget & Committee Sh. Ganesh Singh, Dy.Supdt. Ext.2749	Compilation of Plan & Non Plan Budget, Supplementary Estimates, Advance from Contingency Fund, Presentation of Audit Reports/ Finance Accounts/Appropriation Accounts/ PAC/ CPU/Estimates Committees Reports, Meetings of PAC/ CPU/ Estimates Committee, Issue of POL Coupons, Regularisation of excess over voted grants, Coordination work of FD, Distribution of work amongst the Officers, Economy in exp., Audit Objections, Approval of Journey beyond 10 days, nomination of officers to various courses, monthly/ quarterly reports to Government of India, Officers Committee, Cabinet/ Admn. Secys. Meetings and DCs/ SPs Conference.  Reforms in structure of Budget Amendments in the list of Major & Minor Heads of Accounts, Performance Budgeting, Zero Base Budgeting and Computerisation of Budget/ Providing assistance to NIC, Haryana State Unit, Chandigarh. Right to information Act,2005.	USF(B) (Sh.Satish Seth) Ext.2711	JSF (Sh.RR,IAS Ext.2854
Ways & Means Sh.Ganesh Singh, Supdt. Ext.2713	Loans & Advances (HBL, Marriage, Conveyance & Wheat Loans etc.), interest payment and receipts, fixation of rate of interest on loans, RBI Market loans, Waiving of interest, Public Accounts Section (Provident Fund, Small Savings, Group Insurance, Reserve Funds Suspense, remittance etc.) Guarantees, Securities, LG & SD supply information and W&M position.	USF(B) (Sh.Satish Seth) Ext.2711	-do-
Finance Irrigation & Civil Works (FICW) Som Dutt, Dy.Supdt. Ext.2710	Budget Control of the Deptt. of Irrigation, PWD (B&R), PWD (Public Health), Power Corporations, Architecture & LOC.	USF(B) (Sh.Satish Seth) Ext.2711	CSSF(Sh.KS, IAS Ext. 2708
Economic Research, Analysis & Monitoring Unit (ERAMU)  Sh. Jag Pal Singh, Deputy Director Ext. 2745	Formulation of resources, Plan financing, assessment of receipts and non-plan expenditure-all matter relating to Plg. Commission and NDC including monitoring of central assistance, works relating to resources and Economy Committee etc. Work relating to Finance Commission and other allied matters in connection with center state financial relation. Monitoring of Externally Aided Projects and formulation of project proposals for posing the sponsoring agencies & Monthly and Quarterly review of EAPs at state level and also at Central Govt. Level.	DD/FD Sh. Jag Pal Singh Ext. 2745	JSF (Sh.RR,IAS Ext.2854

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F.G.I Sh. Dharam Pal, Supdt. Ext. 2865	Budget Control of the Police, Jails and Home Guards & Civil Defence Departments. Budget control of the office of Governor, High Court, Vidhan Sabha, Advocate General, A.G.O.T., Council of Ministers, L.R., Sectt., FCs Office, Elections, Revenue, Excise & Taxation, Chief Electrical Inspector, Public Service Commission, SSS Commission, P&S (except Test Books), Fire Department, Vigilance, Hospitality, Tourism, Public Relations, Planning, Rehabilitation, Prosecution, CID & Cultural Affairs Departments.	USF (Sh.Suman Raghuvansi) Ext.2872	SSF (Sh. Kulvinder Singh,IAS) Ext. 2708
FGII Sh. Nathu Ram, Dy.Supdt. Ext. 2714	Budget control of the Deptts. of Social Welfare, Welfare of SCs & BCs, ESA, T&A, Local Audit, Instt. Finance & Credit Control, Food & Supplies, Rajya Sainik Board, Civil Aviation, Housing, Transport, Group Insurance Scheme, Ex-Gratia Grant, Pension and Retirement, Revenue Deptt.. (land Record / Cons. of Holdings / Reh.) Weights & Measures, Women & Child Dev. Deptts.	-do-	-do-
FD-I Smt. Santosh Bala Supdt. Ext. 2715	Budget Control of the Deptt. of Cooperation, Agriculture, Soil & Conservation, Area Dev., Animal Husbandry, Dairy Dev., Panchayats & Dev., Fisheries, Crop Husbandry Deptt. and Haryana Agri. University.	USF (Vacant) Ext.	SSF (Sh. Kulvinder Singh,IAS) Ext. 2708
FD-II Smt. Prem Setia, Supdt. Ext. 2718	Budget control of the Deptt. of Health, Education, Family Welfare, Technical Edu., P & S (Text Books), Ayurveda, Sports, ESI, Archives, Archeology and Library Deptts. and cases of Reimbursement of Medical Expenses.	USF (Sh.Suman Raghuvansi) Ext.2872	Joint Advisor (Ms. Kusum ,IRS Ext.2719
FD-III Sh. Ranbir Singh, Supdt. EXT. 2870	Budget Control of the Deptt. of Supplies & Disposals, Forests, Industries, Town and Country Plg., HUDA, Labour, Employment, Local Bodies, Indl. Trg., Science & Technology, Environment, Mines & Geology, Wild Life Preservation, Electronics & Non-Conventional Sources of Energy.	USF (Vacant) Ext.	Advisor (Sh. Harinder Kumar,IRS) Ext -
FR Sh.Dilbag Singh, Dy. Supdt. Ext. 2735	Advance increment, Amendment in CSR, PFR, Deputation, GPF/CPF including amendment/ Interpretation of Rules/ Instructions, Compulsory waiting period. Dual Charges, Honorarium. FA Rules (all matters including Daily Allowance, Conveyance Allowance, Fixed TA etc.) Leave (all matters including Maternity leave disability leave, study leave, earned leave, extra-ordinary leave, half pay leave), Dearness Allowance, DA to Pensioners. Foreign Training, Journey beyond Jurisdiction, Compulsory Deposit Scheme. All allowances (including CCA, Hill Areas, Sweeping allowance etc), Foreign Travel (all matters), Leave-encashment (all matters), Bonus, Time Barred Claim, TA/DA to retired Government employees, all matters relating to STR.	----	Joint Advisor (Ms. Kusum ,IRS Ext.2719

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Pay Revision Sh. Satvir Singh, Sr. A.O. Ext. 2752	Verification of pay (Sectt. Employees), Revision of books & Manuals of the Finance Department, pay fixation General advice, Fixation of Pay of employees of all departments, Change of the options of the employee, Benefit of adhoc service, Revision of UGC scale, Special Pay, Selection Grade and cases relating to pay revision/anomalies of all categories.	---	Joint Advisor (Ms. Kusum ,IRS Ext.2719
Finance Accounts Sh. Umesh Jauhar, Supdt. Ext. 2747	A.D. of the T&A, Local Audit, Lotteries & Small Savings Departments.	---	Joint Advisor (Ms. Kusum ,IRS Ext.2719
Pension Sh. Hans Raj Arora, A.O Ext.2828	Policy cases relating to expeditious disposal of pension cases, Co-ordination / Monitoring the progress of pension cases with all Heads of Deptts./ A.Ds.  Policy regarding grant of Pension, CSR Vol.II (all matters including amendments/ interpretation/relaxation), pay fixation of re-employed Civil/Military pensioners, Adhoc Relief and other relief to pensioners, Gratuity.	-	Advisor (Sh. Harinder Kumar,IRS) Ext -
Legal Cell Rakesh Kumar, Law Officer Ext.2801	Preparation and Vetting of replies of court cases and also briefing the case to concerned law officers at the time of hearing in the court.	Sh. S.C.Kamboj, DA Legal Cell Ext.2874	JSF (Sh.RR,IAS Ext.2854
PPP Cell	To manage PPP related activities	PPP Expert	JSF (Sh.RR,IAS Ext.2854
Computer Cell Sh. Virender Trivedi, ICC, FD	Computerisation of Annual State Budget which include entry and printing of all documents Nonplan, Plan, Receipt, SNE, PlanMemo, FS Memo, Budget-at-a –Glance, Supplementary Estimates, Excess over voted grants and generation of all supporting statements, Importing of Acutals from AG office, Preparation of Budget CDs for distribution in HVS, Hosting of Budget , Entry of HBL and Conveyance Loan cases and generation of seniority cum earmarking registers, notings and sanctions etc. Issue of POL coupon letters and maintaining of day to day entry of POL coupon numbers and their denominations, Daily entry of Ways & Means position received from RBI Nagpur and generation of reports, Computerisation of Forecast, Running of Central Diary system in the Finance Department, Preparing presentations for planning commission and routine meetings, Hosting of FD instructions and forms on website, Technical support to all the Branches of Finance Department.	Incharge Computer Cell Ext.2709	JSF (Sh.RR,IAS Ext.2854

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<p>Haryana Bureau of Public Enterprises (HBPE)  Sh. Rajesh Bansal, Management Consultant  Ph.2702355</p>	<p>Cases of Appts. of FDs nominees on Board of Director of PEs, Framing of policy regarding Economy in Expenditure for PEs, Grant of permission to engage person on contract basis PEs, purchase of vehicles, pensionary benefit to employees of various Boards / Corporations, court cases of PEs, grant of bonus / Ex-Gratia to employees of Boards / Corporation, Guidelines regarding apptt. of SAS personnel on PEs, Clarification in services matters like ACP scheme, pay scales, add. increment, change of option etc. permission for hiring of Buildings, journey beyond 10 days, constitution of HBPE and case of appointment of Chairman / members, share investment. Appointment of arbitrator in disputed cases of PEs, creation of posts and revision of pay scales of employees of Boards/ Corporation through HBPE</p>	<p>Room No.613, New Sectt., Sector-17, Chandigarh.</p>	